

Career Opportunity Judicial Secretary To the Honorable Sean F. Cox Grade Range: JSP 9-11 (depending on qualifications) Salary Range: \$46,192 — \$72,659

*Announcement
Number: 06-13*

Date Posted: 6/14/06

Closing Date: 6/27/06



U.S. District Court
Eastern District of Michigan

Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attn: Judge Cox
Room 848
apply@mied.uscourts.gov

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.

POSITION SUMMARY

The position of judicial secretary to the Honorable Sean F. Cox will become available in the United States District Court for the Eastern District of Michigan in Detroit, MI in June 2006.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- ◆ Receive, screen and refer telephone and in-person callers. Answer general inquiries from knowledge of judge's activities and office operations.
- ◆ Handle administrative matters in chambers.
- ◆ Transcribe dictation from judge.
- ◆ Type in final form the judge's and law clerks' material, including correspondence, memoranda, reports, legal documents, statistics and other items. Assemble and attach supplemental material, as required. Check citations quoted in items typed to assure accuracy.
- ◆ Screen incoming mail and handle routine matters. Route mail to appropriate destination. Review outgoing mail for accuracy.
- ◆ Relieve judge of routine details.
- ◆ Maintain judge's calendar; schedule, change and cancel appointments as directed. Arrange meetings and conferences for judge and support personnel.
- ◆ Maintain stock of office supplies.
- ◆ Arrange business travel itineraries for judge, including plane tickets, hotel, lodging, auto rental, and so forth.
- ◆ Perform errands and other functions as assigned by judge.

QUALIFICATIONS

Applicants must have substantial experience as an executive secretary to a judicial officer, lawyer or other high level executive. Requires good organizational skills, attention to detail, strong motivation and an ability to handle the full range of secretarial duties. Experience with WordPerfect is required and experience with Lotus Notes is desirable. Associates degree or higher preferred.

Procedures For Applying

To be assured consideration, please submit a cover letter (include announcement number) and resume to Judge Cox at the address at the left by the close of business on Tuesday, June 27, 2006. E-mailed documents must be in WordPerfect or PDF format. Zip files and faxes will not be accepted. Only those applicants selected for interview will be contacted.

An Equal Opportunity Employer

*All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.
Retention depends upon a favorable suitability determination.
All appointments also subject to mandatory electronic funds transfer*

